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11 MAY 1961

INSPECTOR GENERAL'S SURVEY OF THE OFFICE OF SECURITY DECEMBER 1960

RECOMMENDATION No. 39b

The DD/S direct the Management Staff to conduct a survey of the records requirements of the Office of Security and submit its proposals for complete modernization and mechanization of the central records function.

ACTION

Records Management Staff has completed the 30-day fact finding phase of its survey of procedures in Security Records Division. Several improvements were approved and installed by the Division Chief, during this phase. The Records Management Staff is analyzing the survey findings and expects to submit proposals concerning modern records management principles, procedures, and equipment for this central records operation in the near future.

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**2nd PROGRESS REPORT
ON IMPLEMENTATION OF RECOMMENDATIONS OF
INSPECTOR GENERAL'S SURVEY REPORT ON OFFICE OF SECURITY DECEMBER 1960**

RECOMMENDATION No. 39b

The DD/S direct the Management Staff to conduct a survey of the records requirements of the Office of Security and submit its proposals for complete modernization and mechanization of the central records function.

ACTION

The report of records survey in the Security Records Division referred to under Recommendation No. 39a, as completed and reported on by the Records Management Staff under date of 16 June 1961, also contained 61 other recommendations directed at the modernization and mechanization of the central records function. Except for a very few of the recommendations on modernization which require further study by the D/S to evaluate fully the value of the implementation, the great majority of such recommendations are acceptable and implementation of them has begun. The Automatic Data Processing Staff has been furnished a copy of the recent Records Management Survey of Office of Security for its use in the conduct of a study to determine the extent that mechanization can be utilized in records operations in the Office of Security.

STATUS

Pending conduct of mechanization study by Automatic Data Processing Staff.

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